



## **POLITICAL/ECONOMIC AND COMMERCIAL ASSISTANT**

The US Consulate General in Perth is seeking a  
POLITICAL/ECONOMIC AND COMMERCIAL ASSISTANT  
for a position in its Executive Section.

This position is on a full time basis. Length of hire is 6 months.  
Starting salary \$57,421 p.a. + superannuation benefits.

Please refer to:

<http://canberra.usembassy.gov/job-opportunities.html>

for further details.

Forward letter, resume and response to the position requirements to the  
Human Resources Office, U.S. Consulate General, 16 St. Georges Terrace,  
PERTH WA 6000 by **23 September 2011**.

Hand delivered applications cannot be accepted.  
Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an equal opportunity employer and maintains a drug free work environment.

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**POSITION TITLE: POLITICAL/ECONOMIC AND  
COMMERCIAL ASSISTANT – FULL TIME – LENGTH  
OF HIRE: 6 MONTHS**

**POSITION GRADE – LE 6  
(STARTING SALARY A\$57,421)  
FP 8 (STARTING SALARY  
US\$35,753)**

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**DUTIES AND RESPONSIBILITIES**

**Basic Function of the Position**

The Pol/Econ and Commercial Assistant carries out political, economic, and commercial analysis, reporting, contact work and logistical support for the Pol/Econ Section and the Consul General (CG).

**Major Duties and Responsibilities**

**(A) POLITICAL, ECONOMIC AND COMMERCIAL RESEARCH, ANALYSIS, REPORTING AND  
ADVICE (55 %)**

Undertakes research, analysis and reporting on Australian domestic politics, economics, commerce, labor, and social developments, from a wide variety of published and unpublished sources, for relevance to U.S. interests in Australia and the Asia-Pacific region, as well as on global issues. Forecasts developments, including ramifications for U.S. interests. Briefs the CG and Pol/Econ Section on current developments of importance in Australian political, economic, commercial, social, labor, and community matters, and advises regarding an appropriate USG response. Prepares written and oral reports providing accurate, up to date information, which is timely and of high substantive quality, and which reflects an appreciation of the nuances of the Australian political and economic environment. Provides biographic information on key political, economic, commercial, academic, and community leaders. Furnishes information to contacts regarding U.S. foreign policy positions. Maintains research and reference material, and makes recommendations on the acquisition of resource material including books, periodicals, and on-line information. As relevant, supports U.S. Speaker programs, including advice on possible candidates for U.S. exchange and cultural programs.

**(B) MAINTAINING CONTACTS (20 %)**

Develops, maintains and effectively utilizes an extensive range of high-level and mid-level contacts with government officials and decision-makers, political, economic, commercial, labor and other community leaders and their staffs at federal, state and local levels, across partisan lines, and with media organizations and academic institutions, to develop the optimal political, economic, and commercial information network. Maintains and expands Consulate's contacts database.

**(C) SCHEDULE AND MEETING COORDINATION (10 %)**

Plans outreach and reporting trips in the consular district by the CG and Pol/Econ Section. Suggests and assists in scheduling meetings with key interlocutors in support of the post's priorities. Organizes files and background materials in preparation for CG and Section meetings, and drafts and files reports on the same from notes and oral summaries.

**(D) VISIT COORDINATION (10 %)**

Provides support for working-level and high-level USG visitors by organizing schedules, setting up meetings, providing background materials, and liaising with appropriate host country protocol offices, as well as the Consulate's Management section for logistical support. Acts as point of contact or control officer to brief working-level U.S. officials on the local political, economic, business, social, and academic scene, and accompanies visitors as needed to meetings.

**SELECTION CRITERIA**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in public or business administration, political science, international relations, law, economics, or commerce is required.
2. Three years relevant experience in research and analysis, project management and office administration, in government, public relations, economic policy, commercial promotion, or non government organizations is required.
3. Level IV (fluent) English is required.
4. A good knowledge of Australia's political, economic, commercial, social, and educational structure as well as a general understanding of U.S. political process, foreign policy, economy, society, and culture is required.
5. Very good interpersonal skills, including the ability to deal effectively, develop and maintain contacts with people of widely differing backgrounds on a variety of subjects is required.
6. High degree of independence in organizing work schedules and managing assignments and projects is required.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

**THE DEADLINE FOR APPLICATIONS IS SEPTEMBER 23, 2011**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.